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CONSTITUTION AND BY-LAWS

OF

The British Columbia Protestant Orphans' Home

Incorporated under the Benevolent Societies Act

DECLARATION

Whereas we, the undersigned, the President, Secretary, and Treasurer, for the time being, appointed by the Committee of Management of the British Columbia Protestant Orphans' Home, of Victoria, British Columbia, and other members of the said Committee, are desirous of becoming a body corporate and politic in accordance with the provisions of the Benevolent Societies' Act, 1891, having the powers, rights and immunities vested by law in such bodies, now we do hereby declare as follows:

1st. That the intended corporate name of the society is "The British Columbia Protestant Orphans' Home."

2nd. That the purpose or object of the society is to receive and provide a home for orphan, destitute, and other children requiring such care, and to educate them in the Protestant faith, and instruct them in the elements of secular knowledge.

3rd. That the names of those who are to be the first managing officers are Frederick Hammett Worlock, President; Charles Hayward, Secretary; and James Hutcheson, Treasurer; and of the Managing Committee are Right Rev. Bishop Cridge, Rev. Coverdale Watson, Rev. Patrick MacFarlan Macleod, Percival R. Brown, Charles Hayward, David Spencer, Herbert Carmichael, Robert Paterson Rithet, Noah Shakespeare, Frederick Hammett Worlock, Henry Jewel, and James Hutcheson.

4th. That the affairs of the society shall be managed by a committee consisting of twelve members of the society, to be elected at the annual meeting of the members, to be held on the second Tuesday of December in each year.

5th. That the Committee shall, at their first meeting, to be held not later than one week after their election, appoint from their own number a President, Secretary and Treasurer.

Dated this 9th day of May, A. D. 1892.

FRED. H. WORLOCK.
P. McF. MACLEOD.
EDWD. CRIDGE.
JAMES HUTCHESON.
NOAH SHAKESPEARE.
CHAS. HAYWARD.
PERCIVAL R. BROWN.
DAVID SPENCER.
C. WATSON.

Witness to the signatures of Frederick Hammett Worlock, Rev. Patrick McFarlan Macleod, Right Rev. Bishop Cridge, Rev. Coverdale Watson, James Hutcheson, Noah Shakespeare, Charles Hayward, Percival R. Brown and David Spencer:

[L.S.] GEO. JAY, Jr.,
Notary Public.

I hereby certify that the above written declaration is in conformity with the Benevolent Societies' Act, 1891.

Dated this 16th day of May, A. D. 1892.

[L.S.] C. J. LEGGATT,
Registrar General of Titles.

Filed (in duplicate) 18th May, 1892.

C. J. LEGGATT,
Registrar General.

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BY-LAWS

1. All persons, firms and companies contributing the sum of two dollars and fifty cents (and upwards) per annum in cash, shall be members of the Society; and all who have subscribed that amount (or upwards) in cash, at any time previous to the annual meeting within the then current calendar year, shall be entitled to vote. Subscribing firms, and corporations, may vote by an authorized representative, provided authority in writing in that behalf is filed with the Secretary.

2. At all meetings of this Society ten members shall form a quorum, and the consent of a majority in numbers of those present at any such meeting (at which a quorum shall be present) shall be necessary for the passage of any resolution. Notice of annual and all other meetings of the members shall be given by publication in at least three issues of two Victoria daily papers immediately prior to such meeting.

3. Only persons who are Protestants and otherwise qualified to vote shall be eligible for election as members of the Committee of Management.

4. Each of the Protestant Denominations, viz:
Anglican,
Presbyterian,
Methodist,
Baptist,
Congregational,
Reformed Episcopal,
shall have the privilege and right of nominating one person for election as a member of the Board. Such nomination shall be in writing, signed by a Minister authorized to represent the Denomination and lodged with the Secretary previous to the day of election. All other nominations shall be made openly at the annual meeting.

5. Of the twelve members of the Society constituting the Committee of Management, five shall form a quorum. This Committee shall be elected by the members at the annual meeting on the second Tuesday of December in each year at such hour and place as the Committee from time to time may determine.

6. It shall be the duty of such Committee at their first meeting to be held not later than one week after their election, to appoint from their own number a President, Secretary and Treasurer, to meet at least once a quarter and oftener if required; to provide for the support of the Institution by means of voluntary contributions and otherwise, as they may deem advisable.

7. The Managing Committee shall also, at their first meeting, appoint a Committee of not more than eighteen ladies to superintend the internal management of the Home. It shall be the duty of such Committee (subject to confirmation by the Managing Committee) to make, alter and amend by-laws, rules and regulations for the proper guidance of the matron and other employees, and for the following purposes:

(a) The discipline and control of the inmates;

(b) The exhibition in the public office at the Home of the **House Rules, Time Tables, Bill of Fare, etc.,** in force for the time being;

(c) The exhibition of the name, age and sex of all the children in the Home, and dates of their entry and the authority for their admission;

(d) The election of their own officers and servants;

(e) Their meetings **(at least once a month)**;

(f) The reception and consideration of all accounts for supplies, etc., during the previous month, and after such consideration and approval, to forward the same to the Treasurer for payment by cheque and vouchers in the customary manner.

They shall also report to the Managing Committee (a) From time to time as may be necessary; (b) Once a year within one week after 30th November, make a full report on the affairs under their charge for the year ending that date.

8. The Committee of Management shall also appoint a Finance and other Standing Committees and define the powers and duties, and they shall fill up all vacancies in their own body, in the Ladies' Committee or any Standing Committee.

PROVINCIAL ARCHIVES OF B. C.

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for 1907.
Moved on behalf of W.C.T.U.
M. C. Hayward
formerly in charge Board.
E.C.
Bp. Pkg. E.C.
Mfld
14 Jan 1907.

9. The Committee of Management shall have full charge of all the affairs of the Institution, but shall not sell, mortgage, exchange or otherwise dispose of any real property belonging to the Society until a resolution to that effect has been duly passed at a meeting of the members.

10. The religious training of the children shall be conducted according to the doctrines and tenets held by the Orthodox Protestant Churches. All, therefore, who hold any office or authority over the orphans shall be, and continue to be, Protestants of good character. A form of prayers prepared for the purpose and approved by the Committee of Management together with portions of the Old and New Testament Scriptures shall be read morning and evening daily.

11. The orphans shall be in charge of the Matron, regularly attend divine service on Sunday mornings at one of the Victoria Protestant Churches. Attendance at these services and at any other times shall be in the discretion of the Committee of Management, as shall all other questions, or exceptional cases that may from time to time arise.

12. There shall be a Standing Reception Committee composed of the President, Secretary and Treasurer and two of the members of the Ladies' Committee elected by said Committee, to whom all applications for admission to the benefits of the Home shall be referred, and whose duty it shall be to make careful enquiry into each case and admit or refuse the applicant; taking care that preference be given (if necessary) to children who have lost both parents and have resided longer in British Columbia. In very urgent cases the officers may admit children to the Home, subject to the approval of the Reception Committee at the first meeting thereafter; but no child shall under any circumstances be admitted to the privileges of the Home until examined by a regular medical practitioner, and an order obtained from the Secretary or one of the officers.

13. The President shall preside at all meetings, enforce order, appoint all committees not otherwise provided for, countersign all drafts and cheques and together with the Committee of Management have general supervision of the Institution.

14. It shall be the duty of the Secretary to attend all meetings, conduct all correspondence and keep a correct record of same. He shall have the custody of the Corporate Seal, and shall attach the same when required to do so by resolution of the Committee of Management. He shall report to the Committee within one week after 30th November in each year, giving the number of inmates, their names, sex, age and dates of their entry. At the close of his term of office, he shall turn over all books, papers and other property of the Home to his successor.

15. It shall be the duty of the Treasurer to receive all moneys collected by the Secretary or others, giving a receipt for the same, keeping a just and true account of all financial transactions of the Society with necessary vouchers and papers, and deposit the funds in some chartered bank that the Committee may select, **and pay out the same by order of the Committee of Management cheques made by the Treasurer and countersigned by the President and Secretary.** The books shall be closed on the 30th of November in each year, and within one week from that date he shall make a complete report and at the close of his term, hand over all money, books and papers in his charge to his successor in office.

16. In case of the sickness or absence of any of the officers, the Committee of Management or members may fill up the vacancy pro tem, and the person so appointed may perform the duties of the office until relieved by the proper incumbent.

17. These By-laws may be altered or amended by a majority of those present at any meeting of the Committee of Management, provided that written notice of such amendment or alteration has been given at a meeting of the Committee held not less than five days previously. No alteration or amendment shall, however, take effect until submitted to a meeting of the members, who shall have power to reject, confirm, amend or otherwise deal with the By-laws.

Geo. Scowcroft

PROVINCIAL ARCHIVES OF B. C.